1. **YOUR DETAILS**

|  |  |
| --- | --- |
| Employee full name: |  |
| Employee number: |  |
| Academic Unit/Service: |  |
| Date of last working day: |  |
| Date of return to work: |  |
| Total days absent this period: |  |
| Total days absence this year:[[1]](#footnote-2) |  |

1. **REASON FOR TIME OFF**

|  |
| --- |
| Full details are not necessary. However, please briefly outline the reason your presence was required and your relationship to the dependent. |
|  |

1. **PENSION CONTRIBUTIONS**

You will continue to pay contributions into your pension scheme whilst taking any unpaid time off for domestic incidents/compassionate leave. Such deductions will be made from your salary upon your return to work. Please confirm below if you do not wish these deductions to be made.

|  |  |
| --- | --- |
| I wish for these deductions to be stopped until I return to work: |  |

1. **DECLARATION**

|  |  |
| --- | --- |
| My recent absence from work was due to a domestic incident or bereavement in which my presence was required. I understand that I may be requested to provide supporting evidence for the absence, where this is appropriate. I understand that I may receive a maximum of four days paid leave in any one leave year to deal with domestic incidents and that subsequent to this any time off may be unpaid.  I give my permission for deductions in salary to be made in respect of this application if I have exceeded four days paid leave in this annual leave year. | |
| Employee signature: |  |
| Date: |  |

1. **APPROVAL**

|  |  |
| --- | --- |
| I confirm approval of the application as detailed above.  (Please note: If this absence takes the leave quota over 4 days, the leave will be unpaid unless you indicate otherwise. If leave is unpaid, HR will inform Payroll Services. Please ensure you discuss this with the employee prior to returning this application.) | |
| Is leave to be paid or unpaid? | Paid/Unpaid/NA |
| Name of Head of AU/Service: |  |
| Signature of Head of AU/Service: |  |
| Date: |  |

1. **RETURN TO**

Submit the completed and signed application to HR via ServiceNow (using the [Document Upload](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=cc32dc666f1cf24073b03f742e3ee4ac) Request) so it can be uploaded to your HR record.

Once you have done this, please record the absence on your MyView as an ‘Other Paid Absence’.

1. The University’s leave year runs from 1 October to 30 September. [↑](#footnote-ref-2)